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7 February 1957

MEMORANDUM FOR: Director of Training

25X1

FROM: Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #6

I. COMPLETED PROJECTS

None

II. NEW PROJECTS

1. Proposed IOT Course

The development of a new two-weeks course for the JOT's is under consideration. This course would come after the IO and the IT and before the JOT's go to [] the DD/I or the DD/S and would concern itself with an introduction to Clandestine Services activities.

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2. PP/PM Seminar

A draft paper concerning agenda items for a proposed PP/PM seminar is in the process of being staffed out.

III. PROJECTS IN PROCESS

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1. Language Development Program

a. A draft of Agency notice, [] Schedule of Awards and Qualification Procedures, including a draft of Agency Form #1005, Language Data Record, has been completed. These two documents complete all the action papers necessary to put the Language Development Program into effect. Copies were circulated to members of the Committee, the Management Staff, the Office of Personnel and the Chief, Language and

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Area School. The Committee will act on these papers at its meeting scheduled for 0900 hours on Friday, 8 February 1957. The Management Staff and the Office of Personnel are designing the format for Agency Form #1005 so that the data to be entered on it will lend itself directly for machine recording.

b. Copies of the memo from the DTR to the DCI reporting on the status of the Language Development Program are being prepared for distribution, together with charts, to the chiefs of major components throughout the Agency. 25X1

2. Revision of [redacted]

This revision is in review prior to transmittal to the Career Council.

3. DD/P Budget Forecasts for FY 1959

A review of the DD/P budget forecasts for FY 1959 is being conducted in order to extract training implications and other pertinent information which may serve as guide lines for the appropriate schools.

4. Five Per Cent Training Policy

Under review are eleven job training courses conducted by the Office of Logistics, one course conducted by the CD/OO and one course conducted by OCR.

5. OTR Regulation - Publications

First draft has been prepared.

6. War Planners Conference

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[redacted] is attending the War Planners Conference.

IV. MEETINGS ATTENDED

None to report.

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V. PUBLICATIONS

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1. OTR Catalog - Issue 7

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Headquarters Catalogs [redacted]

[redacted] (General edition): Intra-Agency distribution estimate is 15 February.

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2. OTR Bulletin

a. Issue 23, February, will be distributed to approximately [redacted] CIA executive and line supervisors and to some [redacted] individual graduates of OTR courses.

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b. Issue 24, March: School and staff chiefs are requested to announce at their weekly staff meetings that news items, course announcements, articles and other materials for the March issue are due in the Editor's office on 15 February.

c. DTR's Personal Distribution to Graduating Students

1956	October	39 copies	1957	January	86 copies
	November	154 copies			
	December	229 copies			

3. OTR Poster - Issue 23

Issue 23 will be distributed for posting on all Agency Employee Services Bulletin Boards.

4. Agency Training Officer Meeting Open to OTR Personnel

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DD/P 20 February Wednesday 1400 hours

[redacted] coordinates the DD/P agenda.

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